



Burlington Public Library

166 East Jefferson Street, Burlington, Wisconsin 53105

Phone: 262-342-1130 Fax: 262-342-1198

www.burlingtonlibrary.org



Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, August 28, 2018 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Smet, Barker, Bahr,
Savaglia, Preusker, Guard

Absent: Buse, Chaffee

Also present: Davies, McCarthy

- Savaglia called the meeting to order at 6:32 pm.
- All members present introduced themselves to new member Sarah Guard
- Public Communication to the Board - None
- Minutes of the June 26, 2018 meeting, Preusker moved approval, Smet seconded. Motion passed.
- Smet moved and Preusker seconded the motion to approve the July and August General Fund Expenses of \$25,378.44, and July and August Trust Fund bills of \$1,160.48 and the June and July General Fund Deposits of \$2,894.25. Motion passed.

Trustee Essentials Training:

Barker made a presentation on creating a new Strategic Plan for the Library. Our last Strategic Plan was created in 2006. Davies will review the 2006 plan to see if we can use anything in it for our new plan along with other Lakeshores Libraries Strategic Plans for comparison. Davies will also ask a fellow Librarian who just completed a Strategic Plan if she would come and talk to us at the September Library Board Meeting and share her experience. After further discussion, Davies agreed to send out the Burlington Library Vision & Mission Statement, examples of other library's Vision and Mission Statements and the New Building Feasibility Study from 2016.

The Library Board may want to watch the trustee training video on Advocacy Action at a future Library Board Meeting.

Committee Reports: None.

Federated Library Report:

PLSR Summit: Davies attended a part of the Core Recommendation Committee meeting. The committee will be working on results and will welcome public comment.

Marketing and Public Relations Task force will have a budget of \$2500 for 2018 for marketing projects. The Task Force is asking Lakeshores Libraries and Lakeshores System for a budget of \$10,000 for 2019. Ideas for Shared services include Canva and Adobe software. If a Library creates promotional material, that material could be shared with all Lakeshores Libraries.

Director's report:

Monthly report: Highlights include visits up 10,000, Teen circulation up 3% and Children's circulation was down 10%. Children's program attendance was up 10%, Adult program attendance was up 74%. Davies will email the statistics for June and July.

Second quarter Financial Report: Salaries are up, we are hoping to get an adjustment for overtime for an employee we share with other departments. Insurance is also up as an employee is now using the city family health insurance plan who was previously covered under a spouse's plan.

Book Sale results: The total sales for 2018 - \$3500 compared to last year \$3372. The book sale shelf is going well, we are getting positive comments about it.

Project updates: The book drop has been installed, the Digitization Station is available for patrons to digitize vinyl, cassette and VHS. The Main Floor Meeting Room is completed. The new (to us) digital sign in the Teen area is scrolling information about fine free children's material. RFID tagging is almost complete with about 300 more items to go. Davies will be getting quotes for Self-check stations soon.

Unfinished Business: none

New Business

Meeting Room Policy: Areas with changes noted in red include adding the Main Floor Meeting Room to the policy, allowing walk in users to utilize the Main Floor Meeting Room if both Conference and Typing rooms are occupied to be at the discretion of the library staff. Smet moved approval, Barker seconded, motion passed.

Burlington Library Foundation By-Laws and Articles of Incorporation: City Attorney John Bjelajac put the document together. Discussion about Article D – Directors followed. The Library Board discussed the process of appointing directors. In Article D, the Mayor designates one of the directors and the City of Burlington Common Council approves the appointee. The Library Board wanted that authority to stay with the Library Board. Smet moved approval if the pending change was made for the Library Board to appoint a director, not the Mayor, Barker seconded. Motion passed. Davies will go back to Bjelajac to request changes.

Filing Fees of \$35 and \$400 – Preusker motioned approval, Smet seconded. Motion passed.

Megan Barker and Sarah Guard were voted in as Directors of the Foundation. Library Director Joe Davies is automatically on the Foundation Board.

The Personnel Committee will meet Friday, September 7 at 4:00 PM. Members include Savaglia chair, Smet, Barker and Preusker.

Motion to adjourn the meeting was made by Smet, seconded by Preusker meeting adjourned at 8:15 p.m. Our next meeting will be on Tuesday, September 25 at 6:30 p.m. in the upstairs meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker
Aldermanic Representative